

Instructions for Completing Initial Missouri DECA Membership Roster



Please read and follow these instructions carefully to correctly complete the roster.

- Step 1:** Check the pre-printed labels on your roster. Make all corrections directly on the label. If your chapter is new, type the address in the space provided on the left exactly as you wish to have your mailings addressed.
- Step 2:** Provide the information for the primary advisor. Include the years of service that this person has been a DECA advisor (including current year). This person will be the advisor that will receive the membership mailings throughout the year. Include phone number and fax number with area code, as well as the advisor's e-mail address. Include the name of a school administrator, as well as a school Web site, if applicable.
- Step 3:** Check the appropriate box for chapter status. A **New Chapter** is a program that has never had a DECA chapter. An **Affiliated Last Year** chapter is one that was active in the previous membership year. A **Re-Affiliated** chapter is one that has been active in the past but NOT active in the previous year.
- Step 4:** On a separate sheet of school letterhead, type the heading "**Additional Advisors**" and list the additional advisors (last name, first name), e-mail address, and number of years of service as a DECA advisor. Attach **three (3) copies** and keep one for your file.
- Step 5:** For the Alumni and Professional members, complete the Alumni and Professional member form. **Please use black ink and ALL CAPITAL LETTERS when filling out this form.** Chapter advisors do not need to fill out this form. Remember to include these members in the dues calculation section of the roster.
- Step 6:** On **School Letterhead**, list all the names of your student members. **Number and alphabetize your student list by last name.** Attach **three (3) copies** and keep one for your file.
Chapter President: List your chapter president within the alphabetical list (do not put him or her first). Designate your chapter president by including an e-mail address and "Chapter President."
- Step 7:** Determine if your chapter has attained the 100% membership status by answering the question, "**Are all students enrolled in Marketing or Cooperative Education members of DECA?**"
- Step 8:** For research purposes, DECA is conducting a survey of how many DECA chapters operate a School Based Enterprise (SBE) or a School Store. Please mark the appropriate box.
- Step 9:** Under dues total, take the total number of students and multiply that by \$6.00 to get the national dues for students. Continue the same process for the advisors, professionals, and alumni. For the state dues, use the same numbers for each division and multiply that number by Missouri's state dues of \$2.00. Fill in the totals for both the national and state dues. Add the total amount of money for each side and place that amount in the **Grand Total** box. Fill in the check number when you send in your roster.
- Step 10:** Sign and date the roster. **The roster will not be processed without an original signature from the primary chapter advisor. The advisor must initial all attachments.**

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- Submit the shipping copy, national copy, and state copy of the roster, **3 copies** of all membership lists on school letterhead, and check or purchase order for the total amount of dues to **Missouri DECA. November 1** is the postmark deadline date. Retain the chapter copy of the roster for your records. **Submit a photocopy of the roster to your payment office to serve as your invoice rather than the actual copy of the roster.** We **MUST** have your original roster in order to process membership.
- DECA dues are non-transferable and non-refundable. If a student transfers to your program and has paid dues at another chapter within state, they do not have to pay state and national dues again. If they have transferred from another state, they do not have to pay national dues, but must pay state dues.
- Carefully proofread the names of all members you submit on the roster to be sure names have not been omitted or entered twice.
- The deadline for submitting the initial roster is **November 1**. Mail the completed roster along with your check or purchase order for state and national dues to:

**Missouri DECA
P.O. Box 480
Jefferson City, MO 65102**

- Original rosters must be submitted to National DECA, therefore faxes are not acceptable.
- Please remember to keep a chapter copy for your records.
- Make all checks payable to “**Missouri DECA.**”
- An additions roster will be generated and mailed to you. The deadline for the additions roster and dues is **February 8, 2005**. This should be sent to **Missouri DECA**. You must submit an initial roster in order to be recognized as a chapter and to receive an additions roster.